

DEPARTMENTAL REGULATION		Number: 1440-001
SUBJECT: Publication Control	DATE: June 10, 1982	
	OPI: Office of Secretary	

1 BACKGROUND

The President has stressed the need to control spending for periodicals, pamphlets, and audiovisual products produced or procured by the Federal Government. To meet the goals of the President, the Secretary established in October 1981 a PAPER (Periodical and Pamphlet Elimination Review) Task Force, charged with the mission of reducing expenditures for printing and distribution of periodicals, pamphlets and audiovisual products and of developing long-range policy recommendations.

Based on the selective review of periodicals, pamphlets, and audiovisual products required by OMB Bulletin No. 81-16, and the review of all periodicals and publications required by the PAPER Task Force, the Department reduced its proposed expenditures for these products in FY 83 by \$6.0 million. This regulation establishes procedures to attain additional savings and to assure that only those publications and audiovisual products essential to carrying out the missions of the Department and its agencies are produced.

2 IMPLEMENTATION

a Section 1121 of the Agriculture and Food Act of 1981 authorizes the Secretary of Agriculture to furnish upon request copies of pamphlets, reports or other publications prepared by the Department "in carrying out agricultural economic research and statistical reporting functions authorized by law", charge reasonable fees for the copies, and retain the fees imposed to cover the costs of the service. The imposition of such fees must be consistent with the User Charges Statute, 31 U.S.C. 483a. Fees may be imposed for pamphlets, reports or publications not falling within the scope of Section 1121 in accordance with the User Charges Statute; however, fees collected for such benefits must be deposited into the Treasury as miscellaneous receipts. Each agency within the Department will institute, subject to approval by the User Fee Subcommittee of the Secretary's Publication Review Board, a publication cost reduction and recovery program for periodicals and publications by October 1, 1982. The program may encompass one or more of the following: user fees (including fees for publications which reasonably can be characterized as prepared in the Department in carrying out agricultural economic research and statistical reporting functions, qualifying for the retention of fees), paid

subscriptions and publication sales through the Superintendent of Documents, issuances through the National Technical Information Service, cooperation with private industry and other methods that are approved by the Secretary's Publication Review Board.

b The PAPER Task Force is designated the Secretary's Publications Review Board, and the Assistant Deputy Secretary is designated Chairman. The Board shall consist of the members of the former PAPER Task Force; it will convene at the request of the Chairman. The Board is charged with developing future policy initiatives as the need arises. The Chairman may establish subcommittees to develop recommendations for the Board for submittal to the Secretary.

c The Publications Review Board will establish guidelines for implementing the publication cost reduction and recovery program.

d The Department's publications control plan, which was approved by the Secretary and OMB in 1981, requires that each agency establish a publications committee to review all proposals for publications. These committees are in place and operating. Each committee is appointed by the agency administrator, with representation from the agency program, information, and administrative staffs. The Office of Governmental and Public Affairs is also represented on each agency publications committee. Each agency administrator shall appoint a permanent chairman who is charged with the responsibility of overseeing the publications committee.

e All new publications and reprints of existing publications must be approved at the Under or Assistant Secretary level; the Under or Assistant Secretaries may designate an individual to carry out this responsibility. Proposals for new or reprinted publications should be submitted to the Under or Assistant Secretary for review before any work is started on them that is, following approval by the publications committee. Proposals should include the justification for USDA publishing the publication. Proposals approved by the Under or Assistant Secretary should accompany completed manuscripts when they are submitted to the Office of Governmental and Public Affairs for processing. In the event that disputes over publications arise between agencies overseen by different Under or Assistant Secretaries, the Office of Governmental and Public Affairs will resolve such disputes, with the final appeal to be made to the Office of the Deputy Secretary.